

**BY ORDER OF THE COMMANDER
LITTLE ROCK AFB 19TH AIRLIFT WING**

**LITTLE ROCK AIR FORCE BASE
INSTRUCTION 21-141**

3 SEPTEMBER 2013

Maintenance

***USE AND CONTROL OF PREPRINTS
LOCALLY DEVELOPED FORMS/LISTS,
AND JOB FLOW PACKAGES***



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 19 MXG/CC
(Col Daniel Lockert)

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Supersedes: LITTLE ROCK AFB I21-141,
22 April 11

This instruction implements AFPD 21-1, *Air and Space Maintenance*. This instruction applies to all 19th Airlift Wing (19 AW) aircraft maintenance organizations. This instruction also applies to 314 Airlift Wing (314 AW) units whose aircraft are inducted into the 19th Equipment Maintenance Squadron (19 EMS) isochronal inspection flow cycle. This instruction does not apply to Air National Guard or Air Force Reserve Units. This instruction establishes guidelines, procedures, and responsibilities for control, development, and use of locally developed forms/lists, preprints, and job flow packages used to record maintenance tasks. **NOTE:** 314 Airlift Wing units will utilize AFI 21-101_AETCSUP1, *Maintenance Management Policy* with the following exception: 314 AW units whose aircraft are inducted into the 19 EMS isochronal inspection flow cycle, will utilize 19 AW work packages. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

No significant changes from LRAFBI 21-141, dated 22 April 11.

1. General. This plan was developed using Air Force principles to ensure compliance with applicable directives AFI 33-360, Volume 2, AFI 21-101_AMCSUP1, and TO 00-20-1.

2. Quality Process. Quality process ensures whatever is produced meets or exceeds all technical specifications, local policies, and other written directives.

3. Terms Explained. The following terms are defined as they apply to this instruction.

3.1. Locally Developed Forms/Lists. Forms or lists produced locally to record recurring maintenance tasks or collect maintenance data and information. Examples may include: access panel sheets and inspection discrepancy sheets used during scheduled inspections, time compliance technical orders, or extensive recurring maintenance.

3.2. Pre-prints These are existing aircraft, trainer, or support equipment (SE) forms overprinted to record recurring maintenance tasks. Preprinted manual aircraft forms are not authorized for use in units with an available automated management system (i.e., CAMS or G081); however, units may create job flow packages in the automated management system. When an automated system is not available, manual methods will be used in conjunction with manuals or directives to the greatest extent possible. Data collected manually should be in such detail that automated systems may be updated, when practical.

3.3. Job Flow Packages. Job flow packages developed using the automated management system and loaded are printed when needed to automate required documentation of repetitive complex tasks; such as, engine change, isochronal inspection, and flight control maintenance. As a minimum, any Red X symbol condition generated during the performance of an inspection will be entered into the automated maintenance management system.

4. Responsibilities.

4.1. Initiator will:

4.1.1. Submit all proposed locally developed preprints, forms/lists, and job flow packages to the 19 MXG Quality Assurance (QA) office using locally developed preprints, forms/list, and Preprint Authorization Letter (Attachment 2) for coordination and approval. Proposals must be properly coordinated within the initiator's squadron and routed through maintenance supervision. 314th units will utilize their quality assurance office to submit locally developed preprints, forms/lists, and job flow packages for approval and control.

4.1.2. Submit all change proposals on a 19 MXG/QA Form 114, **Recommended Changes To Work Package** (Attachment 3), and include a copy of current work package with pen and ink changes.

4.2. Squadron Maintenance Supervision will:

4.2.1. Ensure locally developed preprints, forms/lists, and job flow packages have been reviewed for content, accuracy, necessity, and compliance with applicable directives.

4.2.2. Ensure locally developed preprints, forms/lists, and job flow packages are used for their intended purpose, documented in accordance with applicable directives filed, or disposed of as required.

4.2.3. Coordinate with the applicable 19 MXG/QA for deletion of any locally developed preprints, forms/lists, and job flow packages.

4.3. 19 MXG/QA Office will:

4.3.1. Ensure submitting squadron maintenance supervision has reviewed all proposals.

4.3.2. Ensure proposed locally developed preprints, forms/lists, and job flow packages do not duplicate or replace existing preprints, forms/lists, or job flow packages.

4.3.3. Ensure locally developed preprints and forms/lists have a date on each page so the previous version can be easily identified and purged.

4.3.4. Approve/disapprove and assign control numbers to each approved locally developed preprint and forms/lists.

4.3.5. Route and coordinate with 19 MOS Plans, Scheduling, and Documentation (P,S&D) to have the most current and approved job flow packages updated in the G081 database.

4.3.6. Maintain a master file copy of approved locally developed preprints and forms/lists used within the maintenance complex until the next review.

4.3.7. Coordinate annual reviews with squadrons and update or delete preprints, forms/lists, and job flow packages as required.

4.4. 19 MOS PS&D will:

4.4.1. Ensure QA and initiating squadron supervision review proposed changes and deletions to job flow packages before they are loaded into G081.

4.4.2. Combine like packages used by multiple AMUs whenever possible.

4.4.3. As a minimum, coordinate with all AMUs, Debrief and QA annually for review of all 19 AW work packages.

4.4.4. Upon completion of the annual review, make updates and changes as needed in G081.

4.4.5. Ensure approved changes to work packages are input into G081 within 7 duty days of receipt of approval.

4.4.6. Limit access to G081 screen 9004 to schedulers only.

PATRICK J. RHATIGAN, Col, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-101, *Aerospace Equipment Maintenance Management*, 26 Jul 2010

AFI 21-101AMCS1, *Aerospace Equipment Maintenance Management Air Mobility Command Supplement*, 14 Feb 2011

AFI 33-360, *Publication and Forms Management*, 18 May 2006

TO 00-20-1, *Aerospace Equipment Maintenance General Policies and Procedures*, 15 June 2011

TO 00-20-1AMCS1, *Aerospace Equipment General Policies and Procedures*, 15 June 2011

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AG—Airlift Group (as used on forms)

AMC—Air Mobility Command

AMU—Aircraft Maintenance Unit

AS—Airlift Squadron

CDM—Deputy Commander for Maintenance (as used in duty titles)

CMT-IMT—Content Management Program Information Management Tool

MOS—Maintenance Operations Squadron

PS&D—Plans, Scheduling and Documentation

QA—Quality Assurance

SE—Support Equipment

TCTO—Time Compliance Technical Order

V—Volume (as used in publication alpha-numeric identifier)

Attachment 2

PREPRINT AUTHORIZATION LETTER



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 19TH AIRLIFT WING (AMC)
LITTLE ROCK AIR FORCE BASE, ARKANSAS

Date

MEMORANDUM FOR (INITIATOR'S SQUADRON SUPERVISION)
19 MXG/QA

FROM: Initiator Squadron & Office Symbol

SUBJECT: Request for Authorization/Approval Locally Developed Preprints, Forms/Lists, and
Job Flow Packages

1. Description and purpose of locally developed preprints, forms/lists, and job flow packages.
2. Justification for locally developed preprints, forms/lists, and job flow packages.
3. List of references.
4. Control Number _____. (Leave blank for QA office use only).

FIRST MI LAST NAME, Rank, USAF
Duty Title of Requester

Approved/Disapproved

FIRST MI LAST NAME, Rank, USAF
19 MXG Quality Assurance Superintendent

Attachment:
Sample copy of items requiring approval

cc:
Initiating Squadron Supervision
Initiator

Attachment 3

RECOMMENDED CHANGES

RECOMMENDED CHANGES TO WORK PACKAGE _____

CREATE NEW PACKAGE

☐

MAKE CHANGE TO EXISTING PACKAGE

☐

ITEM NO.	SYMBOL	MAN HRS	WUC	RECOMMENDED CHANGES / NARRATIVE
	JCN SERIES		PWC	